

HCSIS Alert!

Department of
Mental
Retardation

What happens on March 7, 2006?

March 7 is the go-live date for the following:

Northeast Region - Electronic HCSIS reporting of all incidents, restraints, medication occurrences, health care records, and deaths.

CentralWest, Southeast, Metro Regions, all Facilities - Revised Paper Incident Reporting Process, all other processes remain the same until their go-live dates.

ISSUE #7: March 3, 2006
Page 1 of 2

Contact Hans H. Toegel at:
(617) 624-7781 or at:
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with questions.

ANNOUNCEMENT: The final version of the paper and electronic forms will be found on the DMR home page as of this date. The electronic forms are primarily for the Northeast DMR and Providers. For non- Northeast providers and DMR, since none of the other processes are changing, they should continue to use their existing forms and processes for the other reporting modules until they go live: CentralWest, Glavin and Monson on 5/1/06; Southeast, Wrentham and Templeton on 6/1/06; and Metro, Fernald and Hogan on 7/1/06.

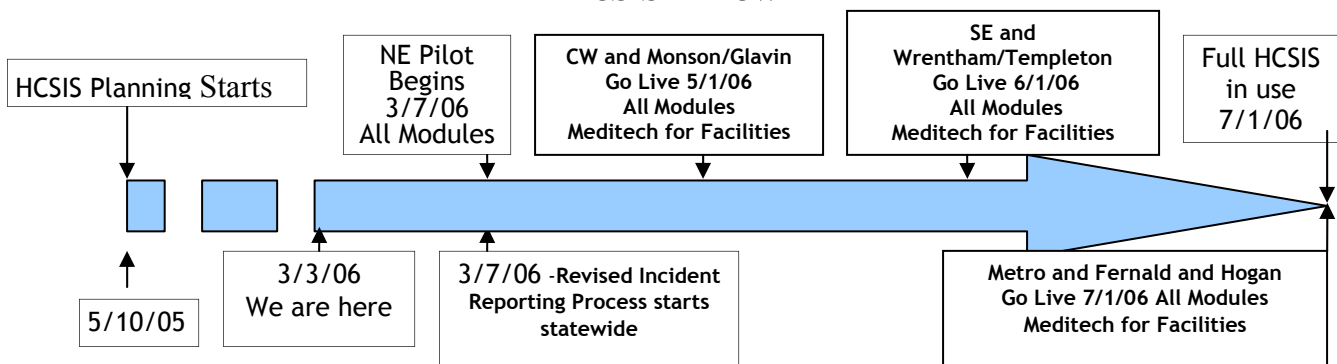
DMR will not make any changes to the forms being used by the Pilot Region during the Pilot. If we need to provide clarification in guidance, we will use the Amendments Page on the DMR Home Page to post changes. The documents on the DMR Home Page will always be the location of the most current materials.

The first AMENDMENTS are posted on the DMR Home Page. Look for the word: AMENDMENTS under Key Initiatives: HCSIS. See the section below.

AMENDMENTS: Based on your feedback, DMR is posting the first 2 amendments for HCSIS Guidance. Go to the Amendments Page on the DMR home page for detailed information.

- On the Incident Report Form, if the response to #24 should be "Unknown", circle "Other" and write in "Unknown" in #25. Same for #26; if the response should be "Unknown", circle "Other" and write in "Unknown" in #27
- In the Incident Report Form, Items #32, #33, #34 are all required items that must be completed on the form but this does not imply that all these notifications are required for each incident.

HCSIS ARROW



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Please note: that VG goes down from Wednesday 10 pm to Thursday 6 am every week for maintenance. VG Help Desk would notify end users directly by e-mail if VG should go down for any emergency or other maintenance.

ISSUE #7: March 3, 2006
Page 2 of 2

VIRTUAL GATEWAY: While only the Northeast and DMR Central Office have been signed up for HCSIS through the Virtual Gateway, this is a good opportunity to remind providers about the process. As we approach each region's go-live date, the Virtual Gateway registration will begin. Even though, as a provider, you may be registered in the Virtual Gateway for some other EOHHS program or component, you will still have to sign up for access to HCSIS. To use a HCSIS analogy, the Virtual Gateway sign-up process is much like the role assignment process in HCSIS. You may be authorized to access one program through VG, like Common Intake, but in order to gain access to HCSIS, you need to sign up for that role. Keep that in mind when your VG welcome packet comes to you closer to your go-live date.

For the Northeast and Central Office, you can expect to get your user login information in an email from VG on Monday, March 6, 2006. Even though you will have your login password, **please, do not try to login to HCSIS until Tuesday, March 7, 2006.** If you do not receive your login information by 3/7/06, you should call the Virtual Gateway Help Desk at (800) 421-0938.

Qs AND As: Answers to the questions that have been generated inside and outside of the training sessions are now posted on the DMR Home Page. If anything needs further clarification, we will see to it that those clarifications are provided. Keep checking the Alerts! for updates.

PILOT STRUCTURE: The Northeast Pilot is proceeding at a rapid pace. There is a local resource at each Area Office to help coordinate communication among the HCSIS NE Go-Live Support Team, DMR staff and provider staff. The DMR Help Desk will also have beefed up support available. We will be analyzing issues and questions as well as any technical challenges that present.

SECURITY: DMR has held a session with consultants and a number of providers to redesign the security structure of HCSIS to meet the needs of providers. While the new security approach will not be ready for the Northeast Roll-out, we will have alternatives in place until a more permanent approach is created. The security design proposal will be prepared and presented for broader review to DMR and providers.

REMEMBER:

1. Share this Alert! with other people in your organization
2. See or by email at Hans.H.Toegel@state.ma.us